

# Syracuse University

## Project Advance

### Registration Guide 2017 - 2018

**Register Online: [pass.supa.syr.edu](http://pass.supa.syr.edu)**

**Registration Questions: [suparegistration@syr.edu](mailto:suparegistration@syr.edu)**

Syracuse University Project Advance  
400 Ostrom Avenue  
Syracuse, NY 13244

Phone: (315) 443-2404  
Fax: (315) 443-1626  
Email: [help@supa.syr.edu](mailto:help@supa.syr.edu)  
LiveChat: <http://supa.syr.edu/livechat/>

# Syracuse University

## Project Advance

### REGISTRATION PROCESS

**For complete registration instructions, see the last page of this document**

**STEP 1:** You can complete the online application at home or in school. Go to [pass.supa.syr.edu](http://pass.supa.syr.edu) and follow the steps to “Register for Courses”. Under this heading, complete the biographical information, then choose all the class or classes for which you wish to register and receive Syracuse University credit. Please only use one application, even if registering for multiple courses. **NOTE: You can only receive Syracuse University credit and transcripts if you register through the SUPA website AND return the signed application to complete the registration process by the deadline.**

**STEP 2:** You must print the completed online application, sign it yourself, and have a parent or guardian sign it, acknowledging financial responsibility. The completed application will reflect the amount owed based on the course(s) chosen, at a rate of \$112 per credit hour (e.g., 3 credit course = \$336.00).

**STEP 3:** Return the completed and signed application to the high school instructor OR scan it and email directly to the Project Advance office (see next page for contact information). If the application is incomplete or incorrect, the student and parent/guardian will be notified by the SUPA office.

**STEP 4:** (if necessary) Complete the Financial Assistance Form ([supa.syr.edu/downloads](http://supa.syr.edu/downloads)). Limited financial assistance is available for students with urgent financial need. Parents or guardians must complete the form, then return it with all supporting documents to the SUPA office for approval.

**SYRACUSE UNIVERSITY ID NUMBER (SUID):** Once a student is officially registered, he/she will be mailed a Welcome Letter that will include a Syracuse University ID number (SUID). This number can be used to access the SU library, pay bills online, and request transcripts.

### AFTER REGISTRATION *(signed application has been received and processed)*

**INVOICE/PAYMENT:** The parent/guardian is mailed an invoice for the course(s). Invoices are generated on a monthly basis with the payment due on the 15th of the month until the balance has been paid in full. Payment options include Online Bill Pay—at [pass.supa.syr.edu](http://pass.supa.syr.edu)—where you can choose the three-month installment plan or pay the balance in full. Checks or credit card payments via the US Mail are also an acceptable form of payment. Please note that the installment plan does incur an additional \$15 non-refundable administrative fee.

**OUTSTANDING BALANCE:** Accounts with outstanding balances at the end of the semester are placed on financial hold and will remain in that status until paid in full. Invoices will continue to be generated and mailed to the parent/guardian. **NOTE: The Registrar’s office will NOT release transcripts for any students that show an outstanding balance, and students will not be able to register for additional classes.**

**DROPPING A COURSE:** If the student decides he or she does not want SU credit or has a schedule change, a drop form—found at [supa.syr.edu/downloads](http://supa.syr.edu/downloads)—must be completed and received in the SUPA office by the drop date (see registrar’s calendar on next page). **This is the only way to remove all financial responsibility.**

**WITHDRAW FROM A COURSE:** After the drop date has passed, the student may withdraw from the course. A withdrawal only removes a letter grade from his or her transcript; **it does not remove the parents’ financial responsibility to the university.** Students should always consult with their instructor on their current course status. Withdrawal forms are available at <http://supa.syr.edu/downloads>, please see the registrar’s calendar on the next page for withdrawal deadline date.

**PLEASE NOTE: Students who officially register for SUPA classes but decide not to pursue credit are still financially obligated to the university, unless they submit a completed drop form by the drop deadline.**

# SYRACUSE UNIVERSITY REGISTRAR'S CALENDAR 2017-2018

Registration Deadlines	Fall 2017	Spring 2018
Online Registration Portal Opens	September 1st	February 1st
Online Registration Portal Closes	October 6th	March 2nd
Signed Application Form Due in SUPA Office	October 13th	March 9th
Online Applications Deleted (unsigned or incomplete applications deleted)	November 10th	April 5th
Last Day to Drop Course (Removes financial responsibility to University)	November 17th (Fall and year-long)	April 13th (Spring only)
Last Day to Withdraw from Course (Remains financially responsible to University)	January 20th (2018)	May 18th
Tuition Due	First Payment Due*	First Payment Due*
Invoices generated monthly beginning in September for Fall semester & yearlong classes; February for Spring classes	October 15th OR November 15th	March 15th OR April 15th

**NOTE REGARDING FINANCIAL OBLIGATION:** If the student is officially registered for the SU course and then decides he/she no longer wants SU credit, the student **MUST** submit a Drop Course Form by the Drop Course Deadline of **(Fall 2017 = Nov 17th and Spring 2018 = April 13th)** to remove the student from the Syracuse University class roster, and release the student/parent from financial obligation.

One misconception about SUPA is that if you register for the class, and decide that you do not want college credit, you do not need to pay the course fee. **This is incorrect.** Once you have registered for a SU course, the only way to remove financial responsibility is to officially drop the course by submitting a drop form by the deadline.

## SUPA CONTACT INFORMATION, FORMS AND LINKS

### CONTACT INFORMATION:

Syracuse University Project Advance  
400 Ostrom Ave  
Syracuse, NY 13244  
Phone: (315) 443-2404  
Fax: (315) 443-1626 or 2585  
Email: [help@supa.syr.edu](mailto:help@supa.syr.edu)  
Live Chat: <http://supa.syr.edu/livechat/>  
Office Hours: 8:30 AM- 5:00 PM  
Registration Questions: [suparegistration@syr.edu](mailto:suparegistration@syr.edu)

### STUDENT RECORDS ADMINISTRATOR:

Christine Signy  
Phone: (315) 443-5705  
E-mail: [suparegistration@syr.edu](mailto:suparegistration@syr.edu)  
Office Hours: 7:00 AM- 3:30 PM

### FORMS (<http://supa.syr.edu/forms/>):

- Financial Assistance Form
- Drop
- Withdrawal
- Transcript Request

### LINKS:

- SUPA Website: <http://supa.syr.edu>
- Online Registration: <https://pass.supa.syr.edu>
- Online Payment: <https://pass.supa.syr.edu>
- Academic Integrity: [http://supolicies.syr.edu/ethics/acad\\_integrity.htm](http://supolicies.syr.edu/ethics/acad_integrity.htm)
- Frequently asked questions: <http://supa.syr.edu/faq>

# To Register Online: [pass.supa.syr.edu](https://pass.supa.syr.edu)

Cost: \$112.00 per credit hour (e.g., 3 credit course = \$336.00)

## FOR NEW SUPA STUDENTS

### Before you start your course application you will need:

- Your Social Security number. (SSN is collected to enable the University to comply with federal requirements mandated under IRS tax laws.)
- List of ALL courses and their class times you wish to register for. If taking multiple SU courses, only one application should be completed.
- Parent/guardian e-mail address and cell phone number.
- A computer where you can download\* and print a PDF document.  
*\* If you are on a public computer, make sure you delete the PDF once you have printed it.*

### Detailed Instructions

- Go to [pass.supa.syr.edu](https://pass.supa.syr.edu).
- Click “High School Student”, then “United States of America”.
- Click “Register for Classes”.
- Fill out the application. When complete, click “Create Application”.
- Select all the courses you wish to register for from the list. You may select more than one. When all courses have been selected, click “Register for Selected”. You will then have the opportunity to review your selection and remove a course if you want.
- Click “Print Application” from the menu on the left hand side. Then click “Download PDF Application”. Your application will download to your computer where it can be printed, saved or both.
- The application must be signed by **both the student and parent/guardian** and returned to the SUPA instructor or SUPA coordinator.

## FOR RETURNING SUPA STUDENTS

### Before you retrieve your previous course application, you will need:

- Your 9-digit SU ID number and your previously used e-mail address and password you created on your original application. If you do not remember your password or SUID, please follow the instructions on the login page at <https://pass.supa.syr.edu/student-login/>.
- List of ALL courses and their class times you wish to register for.
- Parent/guardian e-mail address and cell phone number.
- A computer where you can download\* and print a PDF document.

### Detailed Instructions:

- Go to [pass.supa.syr.edu](https://pass.supa.syr.edu).
- Click “High School Student”, then “United States of America”.
- You do not have to complete the application again. On the right side of the page, under “I have filled this form before” click “login here”.
- Log into the system using your email address, SUID, and password.
- Review your profile details (such as ‘**Graduation Date**’), make any changes needed, and click ‘Update’ to save changes.
- On the left hand side of the screen, click “Register for Courses”.
- Select all the courses you wish to register for from the list. You may select more than one. When all courses have been selected, click “Register for Selected”. You will then have the opportunity to review your selection and remove a course if you want.
- Click “Print Application” from the menu on the left hand side. Then click “Download PDF Application”. Your application will download to your computer where it can be printed, saved or both.
- The application must be signed by both the student and parent/guardian and returned to the SUPA instructor or SUPA coordinator.